

1700 North Grand Avenue Las Vegas, New Mexico 87701 Phone: (505) 454-1401 Fax: (505) 454-8027 **PURCHASE ORDER** 

**PO Number:** 211430

430

Date:

03/15/2021

Request #:

281939

Vendor #:

00244

**ISSUED TO:** HIGHLANDS WRECKER SERVICE

3219 N 7TH ST

LAS VEGAS, NM 87701

SHIP TO:

City of Las Vegas

Attn: Utilities Department

905 12th Street Las Vegas, NM 87701

Vendor Fax #: (505) 425-3481

ITEM	UNITS	DESCRIPTION	PRICE	PROJ	GL ACCOUNT NUMBER	AMOUNT
1 2	1 1	Tax Towing Service	4.20 50.00		620-0000-610-7408 620-0000-610-7408	4.20 50.00
		- TER				
		DEPARTMENT ORDER				
				,		54.20
Approved	Bv:		Date: 3//6/	202/	SUBTOTAL: TAX:	0.00
	, .		3/10/	-	SHIPPING:	0.00
					TOTAL	54.20

- 1. Original invoice plus one copy must be sent to: City of Las Vegas, 1700 North Grand Avenue, Las Vegas, NM 87701.
- 2. Payment may be expected within 30 days of receipt of goods, unless otherwise stated.
- 3. C.O.D. shipment will not be accepted.
- 4. Purchase Order numbers must appear on all shipping containers, packing slips and invoices. Failure to comply with the above request may delay payment.
- 5. All goods are to be shipped F.O.B. Destination unless otherwise stated.
- 6. All materials and services are subject to approval based on the description on the face of the purchase order or appendages thereof. Substitutions are not permitted without approval of the Requesting Department. Material not approved will be returned at no cost to the City.
- 7. All goods and equipment must meet or exceed all necessary city, state and federal standards and regulations.
- 8. Vendor or manufacturer bears risk of loss or damage until property received and/or installed.
- 9. Seller acknowledges that the buyer is an equal opportunity employer. Seller will comply with all equal opportunity laws and regulations that are applicable to it as a supplier of the buyer.
- 10. The City is exempt from all federal excise and state tax ID# 85-6000149

	CIT	Y OF LA	AS VEGAS REQU	ISITION	FOR PURCH	ASE	
			PURCHASE OR	DER NO.:	281939	)	
REQUIR	EMENTS		CHECK APPROPRIAT	E BOX	DATE:		3/15/2021
\$0 TO \$1 \$20,000.		Best Obtain Requires 3	-18 STATE PROCUREM nable Price; Requires 3 te written and signed quote cess (Requires RFQ, RFF	lephoned, wri es; (Goods or s		ed quotes;	Dept. Order
BID NO.			ARDED:// JMBER, AWARDED DA				•
☐ EXEMPT☐ GSA CON☐ PROFESS	NTRACT; SPE PURCHASE; NTRACT; GS SIONAL SERVICES DURCE: REQUIRES PRIOR TO	Provide Section NO.: Provide Section NO.:  DETERMINATION OF THE PROCURING	nation AND MUST BE	POSTED ON RVICES.	EXPIRES  EXPIRES  CLV WEBSITE FOR	6:/ 6:/ 8 30 DAYS	
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*IN C	OMPLIANCE WI	TH THE PF	ROCUREMENT CODE	#14-18 THE	FOLLOWING QU	JOTES WERE	OBTAINED*
DATE	NAME OF VE	ENDOR	PHONE NUMBER PERSON CONTA		CONTACTED	PRICE	QUOTED
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LINE	QUANTITY 1	UNIT ea	DESCRI Wrecker Service	PHON	UNI	Γ PRICE \$50.00	\$50.00
	1	ea	Tax			\$4.20	\$4.20
	_					7	7 1120
							***
	Highlands W	uo alcon					\$54.20
VENDOR:				T	OTAL: \$		<i>\$54.20</i>
ADDRESS: NM CRS NO			1	FEDERAL T	'AY NO ·		
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	O OR BEST OBTAIL		ESSARY AND THAT TH	ie request	ED HEMS WILL BI	E PURCHASED	ATTHE
BUDGET	\$ \$	38,000		X		_ /	/ #
	TO DATE \$	30,07		S	IGNATURE OF PE	RSON REQUI	ESTING
CURRENT I	***************************************	54.2			•		
BALANCE	\$	7,867				)-610-7408	
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APPROVED			V		AVAILABLE YE		The state of the s
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## 10 W 10 HIGHLANDS WRECKER SERVICE L.L.C.

3219 SEVENTH STREET LAS VEGAS, NEW MEXICO 87701 "When you care enough to want the best" (505) 425-8769



1977-2017 40 YEARS OF EXCELLENCE

INVOICE # 47	792		DATE 3-14-21			
OWNER:			VEHICL			
NAME: 2,7-00	LAC Varia	WWW.	YEAR:	2010 COLOR:	inth;	/- MILEAGE:
ADDRESS:			MAKE:_	Chevy	_ MO	DEL: <u>250</u> 0
CITY AND STATE:	**************************************		LICENS	E#: <u>08099</u> G		STATE: 10 10
TELEPHONE:		, , , , , , , , , , , , , , , , , , ,	VIN#L	1,6,6,0,k,V,	966	7/8/15/2069
AUTHORIZED BY:	002.22.2	5 - 5 - 5 - 5 - 5 - 5 - 5 - 5 - 5 - 5 -	(	CLASS:		THE RESERVE OF THE PERSON OF T
VEHICLE LOCATION:	Lown of a		TOWED	TO: 6: +4 1 5	r i sel	
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ADDITIONAL	MILES@	PER MILE				
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LABOR AT SCENE:						
EXTRA MAN LABOR:						
OTHER SERVICES:					·	
CARC	Tively t	UG 6233				
STORAGE:	DAYS:	PEF	R DAY			
R.O.#	P.O.#			SUB-TO	TAL	5000
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SIGNATURE:

SPC 30032

Picked up by Jonathan ortega



## STATE OF NEW MEXICO EMERGENCY DETERMINATION FORM

The emergency procurement method (NMSA 1978, Section 13-1-127) may only be used when there exists a threat to public health, welfare, safety or property requiring procurement under emergency conditions. The existence of the emergency condition creates an immediate and serious need for services, construction or items of tangible personal property that cannot be met through normal procurement methods and the lack of which would seriously threaten:

1. the functioning of government;

2. the preservation or protection of property; or

3. the health or safety of any person.

I. Name of Agency: City of Las Vegas

Agency Chief Procurement Officer: Helen Vigil

Telephone Number: 505-454-1401

II. Name of Contractor: Highlands Wrecker Services

Address of Contractor: 3219 7th St.

Las Vegas, NM 87701

Amount of prospective contract: \$54.20

Term of prospective contract: Upon Completion

III. Please thoroughly list the services (scope of work), construction or items of tangible personal property of the contract:

The On Call work truck broke down on a service call, the truck needed to be towed to the utilities yard.

IV. Provide an explanation for the justification of the procurement including a description of the emergency condition(s) requiring use of emergency procurement and the practicable competition utilized in compliance with NMSA 1978, Section 13-1-127.

The On Call truck could not be moved as the transmission would not shift.

V. Please describe what measures are being taken to minimize the duration and effect of this particular emergency procurement (for example: is the emergency only in place until a competitive process can be completed, etc.).

A open PO will be in place for emergency

VI. Describe what measures the Agency will take in the future to prevent/mitigate use of an emergency procurement under similar circumstances.

A open purchase order will be in place for towing services.

Certified by:
Department Director
Approved by.
Produrement Officer

APPROVED

Finance Director

Date:					
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Date 3//5/202/

Date 3 - 16 - 21